BVA Member Benefits Committee

Terms of Reference
July 2017

AUTHORITY
1. The Member Benefits Committee is a committee of the Board.

TITLE AND OBJECT
2. A standing committee shall be created called the ‘Member Benefits Committee’ (MBC) and it shall exist to advise the Board on member benefits and services in order to attract and retain members.

ROLE
3. The role of the MBC shall be to:
   • review and audit existing member benefits and services
   • review member research and feedback relevant to member benefits and services
   • propose new member benefits and services
   • assist in the tendering process for selecting providers of benefits and services
   • act as a focus group during the development of new benefits, services, guidance and resources for members.

COMPOSITION
4. The MBC shall be composed of:
   • 1 Officer* (or his/her alternate)
   • 10 independent members appointed via the Nominations and Awards Group (NAG), including at least two recent graduates (up to 8 years qualified) and one student – see paragraph 7 (criteria for independent members)
   • 1 representative of the Association of Veterinary Students

5. MBC may co-opt members with particular knowledge, as necessary.

*All Officers are entitled to attend MBC meetings but only one is a full member, and at least one Officer must be present at each meeting with an alternate afforded full membership on such occasions

ELECTION OF INDEPENDENT MEMBERS
6. The appointment of 10 independent members is by application to the NAG, which selects from the applications in accordance with the criteria and balance of skills required for the MBC, and submits those names to Board for approval.

CRITERIA FOR INDEPENDENT MEMBERS
7. Nine independent members of the MBC must be MRCVS, and two students (one independent and one AVS representative) must be currently studying at a UK vet school. NAG will be tasked with selecting members for the MBC that meet as many of the following criteria as possible:

   • Knowledge, skills and experience
     Not all of these are essential for each individual but across the whole committee we require a mix of:
     o Committee experience
     o Strategic thinking
Analysis and evaluation
○ Excellent oral communication skills and ability to engage positively in debate and discussion
○ Decision making
○ Team work
○ Problem solving
○ Understanding of the current veterinary landscape

• Veterinary expertise and experience
Across the whole committee we are looking for a mix of experience and expertise within the range of veterinary work, including:
○ Large animal practice
○ Small animal practice
○ Equine practice
○ Other species specialisms
○ Public health
○ Government
○ Industry
○ Academia
○ Research
○ International
○ Wildlife/conservation
○ Charity

• Other
Across the committee we are also looking to ensure that the membership is broadly representative of the veterinary profession in relation to:
○ Geography
○ Gender
○ Age
○ Employment status

ELECTION OF CHAIR
8. The BVA Officer member shall chair the meeting until a Chair is elected from amongst the independent members. The election shall be carried out by way of candidate’s statements (written and/or oral) and a ballot of all members of the MBC to a simple majority. In the event of a tie the Officer in the chair shall have an additional casting vote.

ROLE OF CHAIR
9. The Chair will set the meeting agendas in collaboration with the BVA secretariat. He/she will chair debates and summarise decisions. The Chair will assist the BVA secretariat in reporting to the Board.

10. In the absence of the Chair, the Officer member will carry out the functions of the Chair, including chairing meetings of the MBC and reporting advice to the Board in association with the BVA secretariat.

ACCOUNTABILITY
11. Members of the MBC are accountable to the Chair for their work for the MBC and the Chair is accountable to the Board for the work of the MBC.

12. MBC is ultimately financially accountable to the Board.

TENURE
13. All members of the MBC shall be subject to NAG approval on an annual basis and shall nominally serve for a term of up to three years. Members will have the
option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) but may not serve for three successive terms. Members may seek re-election for a third term following a break in service of at least one year.

**MBC MEETINGS**
14. The MBC shall normally meet twice a year spaced whenever possible at times to ensure its advice can be effectively delivered to the Board.

**PROTOCOL**
15. All members of the MBC are expected to contribute to the work of the committee, both in and outside meetings, including reading papers, research and proposals, contributing to discussions in person and via the email loop.

16. Members of the MBC are not permitted to represent the Association to stakeholders, the media or general public (for example at events) without prior approval of the Chair and Officers.

17. Where advice is provided to the Board it shall be the agreed advice of the committee determined by a simple majority.

Last updated: July 2017
BVA Member Benefits Committee

Role description and person specification
July 2017

Overall purpose
- To ensure that the Member Benefits Committee (MBC) fulfils its primary role of advising the Board on member benefits and services in order to attract and retain members.
- To assist the Association in supporting members by advising on the development of useful and relevant member benefits and services, auditing existing benefits and services, and actively participating in focus group activity during the development of benefits, services, guidance and resources.

Duties and activities
- Actively contributing to MBC debates and discussions both in person and via the email loops.
- Providing content ideas (such as blogs, guides, articles, collateral) that would appeal to different types of vets at different career stages.
- Write copy or provide author signposting for BVA resources, such as guides, articles or blogs. Review and proof-read materials.
- Reviewing marketing collateral and assets.
- Reading papers, research and other information presented to the MBC in preparation for debates and discussions.
- Attending two MBC meetings per year (usually in London) and ad hoc meetings relevant to tender exercises, in line with the BVA attendance protocol.
- Contributing actively to the work of the MBC outside of the meetings by promoting discussion and exchange of views via social media and own networks as appropriate.
- Taking part in MBC sub-groups tasked with running tendering exercises for specific benefits and services on an ad hoc basis. Tender sub-groups will be time limited and members will be asked to volunteer to take part.
- Promoting BVA and BVA membership as appropriate.
- Safeguarding and promoting the good name and values of BVA at all times.

Additional duties for recent graduate members
- Actively engaging with BVA’s network of recent graduate members and non-members via the Young Vet Network, social media, BVA secretariat, and other appropriate channels.
• Help with the growth and development of the Young Vet Network, including promoting events and providing content or speaking at events.

• Liaising with the two recent graduate representatives on BVA Council to deliver joined up representations on behalf of BVA’s recent graduate members.

Additional duties for student members
• Actively engaging with veterinary students via social media, BVA secretariat, and other appropriate channels.

• AVS representative to act as a liaison between the AVS committee and the MBC to bring the views of student representatives to the committee and to inform students about BVA benefits and services.

Term of office
All members of the MBC shall be subject to approval by the Nominations and Awards Group (NAG) on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) but may not serve for three successive terms. Members may seek re-election for a third term following a break in service of at least one year.

In order to achieve continuity on an ongoing basis, terms will be staggered at the establishment of the MBC and members may be asked to serve shorter terms.

Person specification
• MRCVS (for graduate members) or currently enrolled at a UK vet school (for student members) and BVA membership.
• At least two members of the MBC must be recent graduates (up to eight years qualified) and no more than six years qualified at the start of a three-year term.
• Two members must be students, one of whom must also serve on the AVS committee.
• Commitment to promoting and furthering the interests of the veterinary profession, and of BVA.
• Willingness to commit the necessary time and effort to fulfil the specified duties and activities.
• Comfortable with electronic communication.

In selecting members of the MBC, NAG will be tasked with meeting as many of the following criteria as possible:

• Knowledge, skills and experience
  Not all of these are essential for each individual but across the whole committee we require a mix of:
  o Committee experience
  o Copy writing
  o Strategic thinking
  o Analysis and evaluation
  o Excellent oral communication skills and ability to engage positively in debate and discussion
  o Decision making
- Team work
- Problem solving
- Understanding of the current veterinary landscape

**Veterinary expertise and experience**
Across the whole committee we are looking for a mix of experience and expertise within the range of veterinary work, including:
- Large animal practice
- Small animal practice
- Equine practice
- Other species specialisms
- Public health
- Government
- Industry
- Academia
- Research
- International
- Wildlife/conservation
- Charity

**Other**
Across the committee we are also looking to ensure that the membership is broadly representative of the veterinary profession in relation to:
- Geography
- Gender
- Age
- Employment status

**Expenses**
Membership of the MBC is voluntary and unpaid but members are reimbursed for travel and other expenses incurred, in line with BVA's member expenses policy.

Members who carry out more than ten days on behalf of BVA within a year may be entitled to claim a day rate. Further information is available via the secretariat.

** Declarations of interest**
All members of the MBC are required to complete a declarations of interest form at the start of their term, and to notify the secretariat if the form needs to be updated.

**Committee communications**
Much of the MBC work takes place via closed email loops. Members should ensure that the secretariat has their current active email address. Guidance on using the emails loops is available.

**Further information**
The following documents are available in this pack:
- MBC Terms of reference
- Committee diary dates 2017/18

For more information, please contact the BVA membership team on 020 7908 6350 or via memberservices@bva.co.uk

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